

Message

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**From:** Ruelas, Cynthia [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A7E251B9DBB24D308D1FA3B219F6AA52-CRUELAS]  
**Sent:** 9/12/2018 3:50:32 PM  
**To:** Gross, Barbara [gross.barbara@epa.gov]; LINDER, STEVEN [linder.steven@epa.gov]  
**Subject:** FW: Port of LA PCB - signed

Fyi – regarding slight modification that will be made in the File Management SOP.

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**From:** Ruelas, Cynthia  
**Sent:** Wednesday, September 12, 2018 7:26 AM  
**To:** Armann, Steve <Armann.Steve@epa.gov>; Harrington, Carolyn <Harrington.Karolyn@epa.gov>; Sanders-Curry, Madison <sanders-curry.madison@epa.gov>  
**Cc:** Moutoux, Nicole <Moutoux.Nicole@epa.gov>; Chan, Agnes <Chan.Agnes@epa.gov>  
**Subject:** RE: Port of LA PCB - signed

Steve - Ok, sounds good. I know that Carmen Santos had that feature turned on in the past for electronic return receipt. So, that option is available.

Madison – can you help modify the SOP to reflect this change for outgoing correspondence? Updates to the SOP would have to be reviewed, signed, and dated by Nicole Moutoux. We should also make announcements of changes to staff in the various sections either during section meetings or email.

Dyanna – please hold off on sending out the hard copy version of the Wilmington approval to Mark Withrow with the Port of LA. I will send a message to Mark indicating that he will not be receiving the approval via snail mail. Please proceed with sending to the RCRA Records Center for processing.

Thanks,  
Cynthia

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**From:** Armann, Steve  
**Sent:** Wednesday, September 12, 2018 7:13 AM  
**To:** Ruelas, Cynthia <RUELAS.CYNTHIA@EPA.GOV>; Harrington, Carolyn <Harrington.Karolyn@epa.gov>; Chan, Agnes <Chan.Agnes@epa.gov>  
**Cc:** Moutoux, Nicole <Moutoux.Nicole@epa.gov>  
**Subject:** RE: Port of LA PCB - signed

Let's hold the snail mail version as it detracts from our efforts to go completely electronic.

Perhaps we should amend our SOP to required electronic return receipts or .... I believe... there is an option to have a receipt once the email is opened?

Steven S. Armann, Manager  
Corrective Action Office (LND-4-1)  
USEPA Region 9  
75 Hawthorne Street  
San Francisco, CA 94105

Phone: 415-972-3352  
Fax: 415-947-3533

Email: [armann.steve@epa.gov](mailto:armann.steve@epa.gov)

Region 9, Land Division, RCRA Program is now accepting all formal correspondence and documents electronically. Please send these document to: [R9LandSubmit@EPA.gov](mailto:R9LandSubmit@EPA.gov). Thank You.

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**From:** Ruelas, Cynthia

**Sent:** Wednesday, September 12, 2018 7:00 AM

**To:** Armann, Steve <[Armann.Steve@epa.gov](mailto:Armann.Steve@epa.gov)>; Harrington, Carolyn <[Harrington.Karolyn@epa.gov](mailto:Harrington.Karolyn@epa.gov)>; Chan, Agnes <[Chan.Agnes@epa.gov](mailto:Chan.Agnes@epa.gov)>

**Cc:** Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>

**Subject:** RE: Port of LA PCB - signed

Hello Steve,

You're right, we are trying to avoid mailing out hard copies. There is the option to send out via snail mail in the RCRA Branch Filing Management SOP, even though it's preferred to send via email only. I have had an RP miss my email with an approval attached in the past, which caused a lot of confusion, so as a precaution, I personally prefer to send it both ways. However, it's probably unlikely that Mark Withrow will miss my email, so if you prefer, I can just retract the message indicating that he will receive it hard copy as well. I'm fine either way. Let me know what you think. =)

Thanks,  
Cynthia

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**From:** Armann, Steve

**Sent:** Wednesday, September 12, 2018 6:49 AM

**To:** Ruelas, Cynthia <[RUELAS.CYNTHIA@EPA.GOV](mailto:RUELAS.CYNTHIA@EPA.GOV)>; Harrington, Carolyn <[Harrington.Karolyn@epa.gov](mailto:Harrington.Karolyn@epa.gov)>; Chan, Agnes <[Chan.Agnes@epa.gov](mailto:Chan.Agnes@epa.gov)>

**Cc:** Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>

**Subject:** RE: Port of LA PCB - signed

I thought we were no longer sending hard copies?

Steven S. Armann, Manager  
Corrective Action Office (LND-4-1)  
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75 Hawthorne Street  
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Email: [armann.steve@epa.gov](mailto:armann.steve@epa.gov)

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**From:** Ruelas, Cynthia

**Sent:** Wednesday, September 12, 2018 6:39 AM

**To:** Harrington, Carolyn <[Harrington.Karolyn@epa.gov](mailto:Harrington.Karolyn@epa.gov)>; Chan, Agnes <[Chan.Agnes@epa.gov](mailto:Chan.Agnes@epa.gov)>

**Cc:** Armann, Steve <[Armann.Steve@epa.gov](mailto:Armann.Steve@epa.gov)>; Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>

**Subject:** RE: Port of LA PCB - signed

Dear Dyanna,

Please send a hard copy version of the letter to Mark Withrow (address is on the top left hand side of the first page of the letter) via snail mail. Please also send to the RCRA records center for processing. No other special requests go along with this letter. Let me know if you have any questions.

Thanks!

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Cynthia Ruelas  
Environmental Engineer  
Permits Section  
US Environmental Protection Agency Region 9  
75 Hawthorne Street, Mail Code LND-4-2  
San Francisco, CA 94105

Tel: (415) 972-3329  
Fax: (415) 947-3528  
Email: [ruelas.cynthia@epa.gov](mailto:ruelas.cynthia@epa.gov)

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**From:** Harrington, Carolyn  
**Sent:** Tuesday, September 11, 2018 3:53 PM  
**To:** Chan, Agnes <[Chan.Agnes@epa.gov](mailto:Chan.Agnes@epa.gov)>; Ruelas, Cynthia <[RUELAS.CYNTHIA@EPA.GOV](mailto:RUELAS.CYNTHIA@EPA.GOV)>  
**Cc:** Armann, Steve <[Armann.Steve@epa.gov](mailto:Armann.Steve@epa.gov)>; Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>  
**Subject:** RE: Port of LA PCB - signed

Good evening,

I am on the 19<sup>th</sup> floor today, and just missed picking up the letter. I will pick it up in the morning Aggie, since will be working at my desk for the rest of this week. Cynthia let me know if there are any special things that go along with the letter (i.e. you need to email, etc.).

See you Wed!

Dyanna

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**From:** Chan, Agnes  
**Sent:** Tuesday, September 11, 2018 3:14 PM  
**To:** Ruelas, Cynthia <[RUELAS.CYNTHIA@EPA.GOV](mailto:RUELAS.CYNTHIA@EPA.GOV)>  
**Cc:** Armann, Steve <[Armann.Steve@epa.gov](mailto:Armann.Steve@epa.gov)>; Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>; Harrington, Carolyn <[Harrington.Karolyn@epa.gov](mailto:Harrington.Karolyn@epa.gov)>  
**Subject:** RE: Port of LA PCB - signed

Hi Cynthia,

Steven has signed the letter and I have moved it to the CPU folder.

Dyanna – The signed letter is in the tray when you get a chance. Thanks.

*Aggie Chan*

Land Division  
U.S. EPA

75 Hawthorne Street (LND-1)  
San Francisco, CA 94105  
(415) 972-3993

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**From:** Ruelas, Cynthia  
**Sent:** Tuesday, September 11, 2018 9:00 AM  
**To:** Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>; Chan, Agnes <[Chan.Agnes@epa.gov](mailto:Chan.Agnes@epa.gov)>  
**Cc:** Armann, Steve <[Armann.Steve@epa.gov](mailto:Armann.Steve@epa.gov)>  
**Subject:** RE: Port of LA PCB Approval is in you Inbox. (EOM)

Thank you Nicole!

Aggie – I think Jeff Scott is out today. Can you please route this to Steven Barhite for signature?

Best,  
Cynthia

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**From:** Moutoux, Nicole  
**Sent:** Tuesday, September 11, 2018 8:56 AM  
**To:** Armann, Steve <[Armann.Steve@epa.gov](mailto:Armann.Steve@epa.gov)>; Chan, Agnes <[Chan.Agnes@epa.gov](mailto:Chan.Agnes@epa.gov)>  
**Cc:** Ruelas, Cynthia <[RUELAS.CYNTHIA@EPA.GOV](mailto:RUELAS.CYNTHIA@EPA.GOV)>  
**Subject:** RE: Port of LA PCB Approval is in you Inbox. (EOM)

Thanks. This is now in Jeff's inbox.

*Nicole G. Moutoux*  
Assistant Director  
Land Division, RCRA Branch  
415-972-3012  
Cell 415-271-0701

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**From:** Armann, Steve  
**Sent:** Monday, September 10, 2018 3:21 PM  
**To:** Moutoux, Nicole <[Moutoux.Nicole@epa.gov](mailto:Moutoux.Nicole@epa.gov)>  
**Cc:** Ruelas, Cynthia <[RUELAS.CYNTHIA@EPA.GOV](mailto:RUELAS.CYNTHIA@EPA.GOV)>  
**Subject:** Port of LA PCB Approval is in you Inbox. (EOM)

Steven S. Armann, Manager  
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